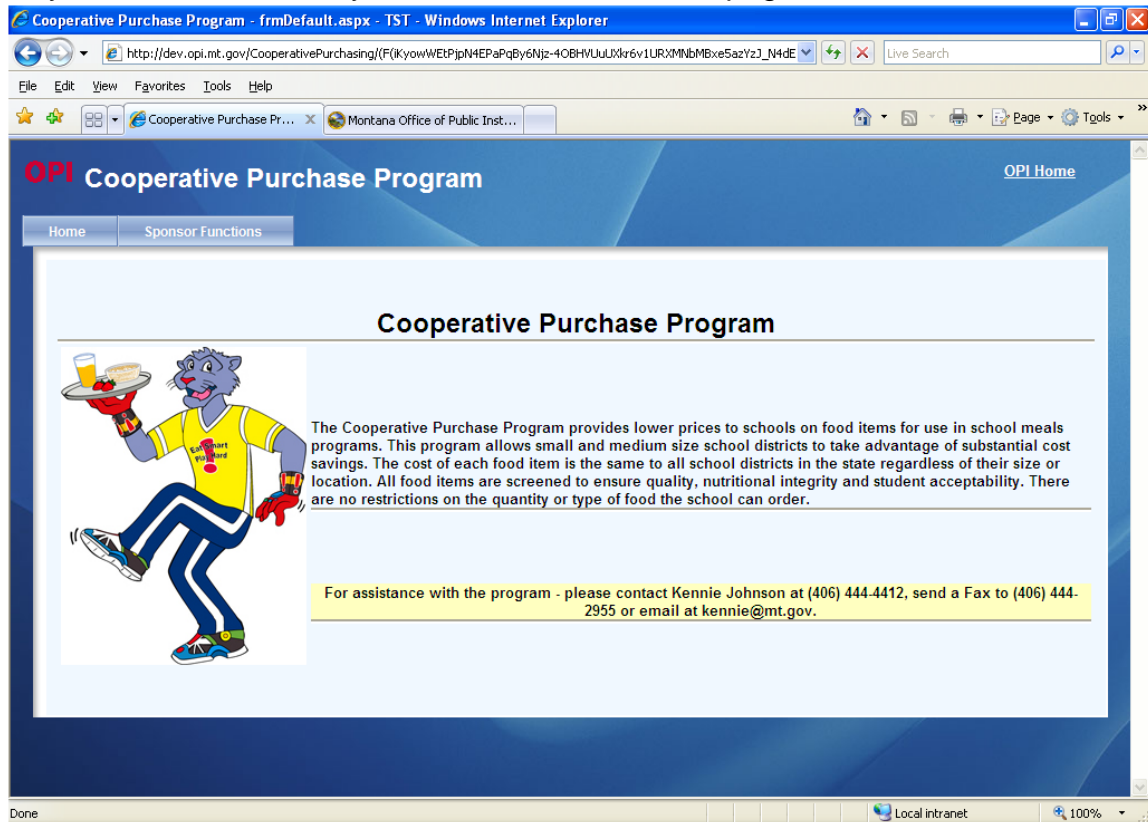


1. To access the Cooperative Purchasing ordering system online, the school's login user name and password are the same as those used for the CNP program to submit claims for reimbursement. Your user name is your school's agreement number which looks similar to this: "01-0111." The password is chosen by each school. Login using your school's user name and password at:

<http://data.opi.mt.gov/CooperativePurchasing/>.

2. The main screen once logged on is shown below:
If you click on "Home" you will be directed to this page.



3. All school functions are listed under the menu choice of "Sponsor Functions".



A) Print Blank Order Form: This is a good place to start. Fill this out with the items you want and then you will be ready for the online order form.

B) Enter/Modify Food Orders: This is where you will enter the items you require. This will be explained further below.

C) Print Completed Order: This will allow you to print a listing of the food items and quantities that you ordered.

D) Print Signature Page for OPI: This is the document you must return to the State of Montana School Nutrition Program to make your order official.

E) Print Nutritional Values: This is the listing of nutritional values for the foods ordered. The list is not ready until the bidding process is complete. If the report is not ready you will be given a date when the report will be online.

F) Print Price List: This is the price of the items for this order cycle from the bid. The list is not ready until the bidding process is complete. If the report is not ready you will be given a date when the report will be online.

4) Menu Choice: Enter/Modify Food Orders. Below is the online order form. There is a dropdown list to change from one foodgroup to another. The order items will always reflect the food group in this box.

Home Sponsor Functions

School Food Order

Bid Cycle: Fall School Year: 2009 - 2010 Fiscal Year: 2010 Agreement Number: cindiesp

Order Number: 0 ☐ If this box is checked if your order has been submitted and not available for update.

Submit Order Order Deadline: 6/1/2009

Choose a category to see available items: BQ/ Breads /Quick

Item ID	Description	Case Qty	Delivery 1	Delivery 2	Delivery 3	Delivery 4	QTY Note:	
267	BAGELS, PAR BAKED, FROZEN. 2 OZ PLAIN.	72/2 OZ/CS.						Edit
165	BOWL, EDIBLE FLOUR TYPE.	144/CS						Edit
164	BOWLS, CORN TACO TYPE.	200/CS						Edit
384	BREADSTICK, CHEESE-FILLED LOWFAT MOZZARELLA 96/3.10Z/CS							Edit
385	BREADSTICK, CINNAMON CREAM CHEESE FILLED.	96/3 OZ/CS						Edit
218	CINNAMON ROLL, INDIVIDUALLY WRAPPED.	60/2.75 OZ/CS						Edit
256	FRENCH TOAST STICK.	300/.86 OZ/CS.						Edit
110	FRENCH TOAST,CINN. SWIRL, FRZ.	144/CS						Edit
215	FRUIT & GRAIN CEREAL BAR, BLUEBERRY.	90/1.3 OZ/CS.						Edit
107	FRUIT & GRAIN CEREAL BAR, RASPBERRY.	90/1.3 OZ/CS						Edit

1 2 3 4

Instructions:

The QTY Note will remind you when to order by pounds. Order quantities must be 0 or greater or the Not Valid message will display

Select: EDIT next to the item you want to modify/add delivery amounts. Use quantity 0 to remove existing items from your order.

UPDATE to store any changes or additions you make. CANCEL if you change your mind. This line will remain yellow until you Update or Cancel
If this line is yellow then you have not saved the order change on this row!

Click the Submit Order button when you are finished ordering to submit the completed order to OPI.
If you need to make changes on a locked order you must contact OPI Cooperative purchasing to ask them to unlock this order

If there are to many items to show on one page there are page numbers for you to click on to see all of the food items in this food group.

There are onscreen instructions at the bottom of the page to help you with this process.

Select "Edit" on the line of the item you want to order and the line will open up for your entry. Enter the quantities that you want and press update when you are done or cancel if you change your mind. The system instantly makes your changes.

IMPORTANT: You must enter 0 for delivery periods where you do not want items. This only applies to items where you are ordering something in one of the delivery periods.

Choose a category to see available items: BQ/ Breads /Quick									
Item ID	Description	Case Qty	Delivery 1	Delivery 2	Delivery 3	Delivery 4	QTY Note:		
267	BAGELS, PAR BAKED, FROZEN. 2 OZ PLAIN.	72/2 OZ/CS.						Edit	
165	BOWL, EDIBLE FLOUR TYPE.	144/CS						Edit	
164	BOWLS, CORN TACO TYPE.	200/CS						Update	Cancel

When you are done ordering you can print the items you have ordered using the menu option "Print Completed Order".

If everything is correct then in order to make your order official, you must lock it by clicking on the submit button located at the top of the order form.

Submit Order	Order Deadline: 6/1/2009
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Finally print your signature page using the menu option "Print Signature Page for OPI" , sign and return the letter. This will complete the order process.

Thanks for using our new system. Let us know what you think.